



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2401092**

Purchase Order Date: **JAN 02 2024**

Procuring Unit	: QUEZON CITY TOURISM DEPARTMENT	Project Number	: QCTD-24-CS1-0121
Company Name	: ANEMONE CATERING SERVICES	Mode of Procurement	: Public Bidding
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 24-PB-087
Business Type	: Sole Proprietorship Registration #4524149	TIN Number	: 274-800-669-000
		Contact Number	: 09173158343

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained here

Place of Delivery : Upon end-user's instruction subject to proper coordination with CGSD

Delivery Schedule : Upon Request by the End-User not later than December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Sauce, Sotanghon Guisado), carton-packed drinking water/ healthhealthy juice drink minimum of 240ml				
35	Tarpaulin made of quality material, 1mm x 4ft x 8ft. waterproof	pc	2	2,500.00	5,000.00
36	Tarpaulin made of quality material, 1mm x 3ft x 9ft. waterproof, with wooden frame	pc	35	1,500.00	52,500.00
37	Rental of Table 3ft. x 8ft. Rectangular table with pleated cloth cover Activity 7	set	40	650.00	26,000.00
38	Packed Meal - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	packed	150	320.00	48,000.00
39	Mass Spanish red wine, 750ml/ bottle	pc	1	470.00	470.00
40	Gift Basket - extra-large assortment of fresh fruits (choice of mango, apple, grapes, banana, pineapple, melon, watermelon, papaya, orange, grapefruit, other seasoned fruit) / goods (choice of jarred or canned foods, biscuits and crackers) including high quality basket	set	1	6,000.00	6,000.00
41	Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves to cover the entire altar	set	1	15,500.00	15,500.00
42	Candle, white, #5, 20s/pack	pack	35	160.00	5,600.00
43	Communion Host Altar bread, 500pcs/ pack	pack	3	200.00	600.00
44	Tarpaulin made of quality material, 1mm x 3ft x 9ft. waterproof, with wooden frame	pc	20	1,500.00	30,000.00
45	Tarpaulin made of quality material, 1mm x 4ft x 8ft. waterproof	pc	1	2,500.00	2,500.00

Total Amount : 1,904,510.00

Total Amount In Words (Pesos): One Million Nine Hundred Four Thousand Five Hundred Ten Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE

City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU

City Accountant

OBR : 1/2-2024-01-95

Approved Budget for the Contract : 1,905,510.00



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PROCUREMENT DEPARTMENT
Quezon City Government



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Business Type	: Sole Proprietorship Registration #4524149	TIN Number	: 274-800-669-000
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Catered Meal Menu: 1 Appetizer: choice of Canape, Beef Empanada, Fresh Lumpia, Spinach Turnovers 1 Soup: choice of Cream of Mushroom Soup, Cream of Mixed Vegetable Soup, Nido Soup, Cream of Crab and Corn Soup 1 Salad: choice of Broccoli Cheddar Chicken salad, Tossed Salad with Avocado Dip, Russian Salad, Potato Salad, Oriental Salad, Greek Salad, Garden Fresh Salad, Chicken Salad, Coleslaw Salad 3 Meat: choice of chicken dish: Chicken Cordon Bleu, Chicken Shawarma, Pepper-Roasted Chicken,, Grilled Chicken Teriyaki, Grilled Chicken with Rosemary, Herb-Roasted Chicken, Asian Grilled Chicken. Grilled Chicken with Diane Sauce choice of pork dish: Baby Back Ribs with Barbecue Sauce, Grilled Hell-Fire Pork Tenderloin, Slow-Roasted Porkloin with Sauce, Stuffed Pork Butterfly choices of beef dish: Grilled Fillet Mignon, Grilled Beef Tenderloin with BBQ Sauce, Grilled Beef Tenderloin Steak, Pepper Coated Beef Tenderloin Steak with Brandy Sauce 1 Fish: choice of fish fillet with tartar sauce, fast baked fish, rellenong bangus 1 Pasta: choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Baked Tuna Macaroni, Pasta Puttanesca, Linguini with Pesto Sauce, Mixed Seafood Macarons	pax	300	800.00	240,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessilyn Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR : 1-2024-01-95



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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	2 Dessert: choice of: Mango Sago, Mango Pannacota, Ube Macapuno, UbeSago, Fresh Fruit Platter, Buko Pandan, Leche Flan, Mango-Buco Loco, Creamy Coffee Jello, Buko Lychee, Mango Delights 3 Drinks: choice of Water, Healthy Juice, Brewed Coffee (w/ muscovado sugar and low-fat fresh milk) Inclusions: Full catering services, buffet table set-up, dining table set-up, plates and cutlery, single serve healthy juice drink, free flowing purified water, tube ice, and brewed coffee w/ muscovado sugar and low-fat fresh milk				
2	Packed Meals - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton- packed drinking water/ healthy juice drink minimum of 240ml	pack	100	320.00	32,000.00
3	Production of AVP/ Photo and Video Coverage - inclusive of creative conceptualization, pre-event and event proper photo and video shoots, scriptwriting, editing, an output of 3-5 minute video material, with soft copies of all the still shots and video footage, up to 3 revisions for the final video material Team Composition: - 1 director - 1 head photographer - 1 head videographer - 1 aerial drone videographer - 1 BTS photographer - 1 lighting assistant	package	1	300,000.00	300,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessilyn Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR : 1-2-2024-01-95



Republic of the Philippines
PROCUREMENT DEPARTMENT
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	- 1 editor/ animator - 1 writer Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath)	set	3	10,000.00	30,000.00
5	Rental of sound system/lights/ LED Wall & other technical requirements For wide/ outdoor venue; Inclusive of complete set-up of LED wall and lights and sound systems: Audio System: 1 set audio digital mixer, 1 set CD audio player, 1 set stage rack, 1 lot wired microphones, 1 lot microphone cables, 1 lot microphone stand, 10 units wireless microphone; Speaker, Accessories: 14 units powered speakers, 4 units subdual professional line array speaker, 1 lot wires, cable connectors and accessories; Lights Equipment: 10 sets fresnel, 10 units fresnel light, 10 units LED par rgb, 6 units dimmer board; Generator Set: 150 KVA genset; Video Equipment: 1 set (9ft. x 12ft.) P3 LED Wall, 1 lot patching accessories; including delivery charges and manpower to install and dismantle the same	package	1	100,000.00	100,000.00
6	Rental of Monoblock Chair: medium size, no arm rest, with cover	set	100	45.00	4,500.00
7	Tarpaulin made of quality material, 1mm x 3ft x 9ft. waterproof, with wooden frame	pc	100	1,500.00	150,000.00
8	Activity 2 Catered Meal Menu: 1 Appetizer: choice of Canape, Beef Empanada, Fresh Lumpia, Spinach Turnovers 1 Soup: choice of Cream of Mushroom Soup, Cream of Mixed Vegetable Soup, Nido Soup, Cream of Crab and Corn Soup 1 Salad: choice of Broccoli Cheddar Chicken salad, Tossed Salad with Avocado Dip, Russian Salad, Potato Salad, Oriental Salad, Greek Salad, Garden Fresh Salad, Chicken Salad, Coleslaw Salad	pax	200	800.00	160,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessy Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR : 10.2024-81-95



Republic of the Philippines
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Quezon City Government



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		Contact Number	: 09173158343

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	3 Meat: choice of chicken dish: Chicken Cordon Bleu, Chicken Shawarma, Pepper-Roasted Chicken,, Grilled Chicken Teriyaki, Grilled Chicken with Rosemary, Herb-Roasted Chicken, Asian Grilled Chicken, Grilled Chicken with Diane Sauce choice of pork dish: Baby Back Ribs with Barbecue Sauce, Grilled Hell-Fire Pork Tenderloin, Slow-Roasted Porkloin with Sauce, Stuffed Pork Butterfly choices of beef dish: Grilled Fillet Mignon, Grilled Beef Tenderloin with BBQ Sauce , Grilled Beef Tenderloin Steak, Pepper Coated Beef Tenderloin Steak with Brandy Sauce 1 Fish: choice of fish fillet with tartar sauce, fast baked fish, rellenong bangus 1 Pasta: choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Baked Tuna Macaroni, Pasta Puttanesca, Linguini with Pesto Sauce, Mixed Seafood Macaroni 2 Dessert: choice of: Mango Sago, Mango Pannacota, Ube Macapuno, UbeSago, Fresh Fruit Platter, Buko Pandan, Leche Flan, Mango-Buco Loco, Creamy Coffee Jello, Buko Lychee, Mango Delights 3 Drinks: choice of Water, Healthy Juice, Brewed Coffee (w/ muscovado sugar and low-fat fresh milk) Inclusions: Full catering services, buffet table set-up, dining table set-up, plates and cutleries, single serve healthy juice drink, free flowing purified water, tube ice, and brewed coffee w/ muscovado sugar and low-fat fresh milk				

MA. JOSEFINA G. BELMONTE
City Mayor

Jessilyn Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **A - 2024-01-9**

Approved Budget for the Contract : 1,905,510.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2401092**

Purchase Order Date: **JAN 02 2024**

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Contact Number : **09173158343**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
9	Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath).	set	1	10,000.00	10,000.00
10	Decorative foliage for the Marker made of fresh roses, misty flowers, and fresh leaves to cover the edges of the marker	set	1	16,000.00	16,000.00
11	Lei made of Kalinga woven fabric, 1.5 inch width, about 15 inches length, beaded	pc	3	1,000.00	3,000.00
12	Rental of sound system/lights/ LED Wall & other technical requirements For wide/ outdoor venue; inclusive of complete set-up of LED wall and lights and sound systems: Audio System: 1 set audio digital mixer, 1 set CD audio player, 1 set stage rack, 1 lot wired microphones, 1 lot microphone cables, 1 lot microphone stand, 10 units wireless microphone; Speaker, Accessories: 14 units powered speakers, 4 units subdual professional line array speaker, 1 lot wires, cable connectors and accessories; Lights Equipment: 10 sets fresnel, 10 units fresnel light, 10 units LED par rgb, 6 units dimmer board; Generator Set: 150 KVA genset; Video Equipment: 1 set (9ft. x 12ft.) P3 LED Wall, 1 lot patching accessories; including delivery charges and manpower to install and dismantle the same	package	1	100,000.00	100,000.00
13	Rental of Outdoor event tent, size: 12ft x 12ft., inclusive of delivery charges, and manpower to install and dismantle the same	pc	5	5,000.00	25,000.00
14	Rental of Monoblock Chair: medium size, no arm rest, with cover Activity 3	set	100	45.00	4,500.00
15	Packed Meal steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	Pack	150	320.00	48,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessilyn Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR : **10.2024-01-9**



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
16	Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath) - Activity 4	set	2	10,000.00	20,000.00
17	Packed Meal steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	150	320.00	48,000.00
18	Mass Spanish red wine, 750ml/ bottle	pc	1	470.00	470.00
19	Gift Basket - extra-large assortment of fresh fruits (choice of mango, apple, grapes, banana, pineapple, melon, watermelon, papaya, orange, grapefruit, other seasoned fruit) / goods (choice of jarred or canned foods, biscuits and crackers) including high quality basket	set	1	6,000.00	6,000.00
20	Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves to cover the entire altar	set	1	16,500.00	16,500.00
21	Candle, white, #5, 20s/pack	pack	35	160.00	5,600.00
22	Communion host Altar bread, 500pcs/ pack	pack	3	200.00	600.00
23	Tarpaulin made of quality material, 1mm x 4ft x 8ft., waterproof - Activity 5	pc	1	2,500.00	2,500.00
24	Packed Meal steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	150	320.00	48,000.00
25	Mass Spanish red wine, 750ml/ bottle	pc	1	470.00	470.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature *[Signature]* Printed Name of Supplier / Date **1-2-24**

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR : **10-2024-01-PT**



Republic of the Philippines
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
26	Gift Basket - extra-large assortment of fresh fruits (choice of mango, apple, grapes, banana, pineapple, melon, watermelon, papaya, orange, grapefruit, other seasoned fruit) / goods (choice of jarred or canned foods, biscuits and crackers) including high quality basket	set	1	6,000.00	6,000.00
27	Flower Arrangement made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves to cover the entire altar	set	1	16,500.00	16,500.00
28	Candle, white, #5, 20s/pack	pack	35	160.00	5,600.00
29	Communion host Altar bread, 500pcs/ pack	pack	3	200.00	600.00
30	Tarpaulin made of quality material, 1mm x 4ft x 8ft., waterproof Activity 6	pc	1	2,500.00	2,500.00
31	Festival Bunting - Material: Polyester Fabrics, contains 10 pcs flag string, each string is 8 meters with 15 pcs triangular flags, Flag Dimensions: app.15x25cm/5.91x9.84in, Total Length: 80m/262ft., Color: Red+Yellow+Blue+Green+Pink	set	1	10,000.00	10,000.00
32	Packed Meal - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton packed drinking water/ healthy juice drink minimum of 240ml	pack	500	320.00	160,000.00
33	Packed Snack: (AM) One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton packed drinking water/ healthy juice drink minimum of 240ml	pack	500	140.00	70,000.00
34	Packed Snack: (PM) One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto	pack	500	140.00	70,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessilyn Salazar 1-2-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,905,510.00

OBR: **h. 2024-01-2**

TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of the award and purchase order. Failure by the AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for everyday of delay until such goods/services are finally delivered and accepted by the procuring entity concerned.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. The **Quezon City Government** reserves the right to accept or reject delivered articles if found not in conformity to the specifications, terms and conditions stipulated.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on JAN 02 2024 and to expire on - DEC 31 2024

CONFORME:

Jeessilyn Salazar
SIGNATURE OVER PRINTED NAME

Proprietress
IN THE CAPACITY OF

1-2-24
DATE

Duly authorized to sign this Purchase Order for and on behalf of Anemone Catering Services
COMPANY NAME

SUBSCRIBED AND SWORN to before me this ____ day of _____, _____ at _____, Philippines. Affiant personally known to me and were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiants exhibited to me his/her _____ with his/her photograph and signature appearing thereon with No. _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)